

## CHANGE Tool Evaluation Plan Format

<b>Goal #:</b> Provide community assessment for [community name].						
<b>Objective #:</b> By June 30, 2011, complete CHANGE Tool for [community name].						
<b>Activity Name:</b> CHANGE Tool for [community name].						
<b>Action Steps:</b>						
<ol style="list-style-type: none"> <li>1. Assemble the Community Team</li> <li>2. Develop Team Strategy</li> <li>3. Review all 5 CHANGE Sectors</li> <li>4. Gather Data</li> <li>5. Review data gathered</li> <li>6. Enter data</li> <li>7. Review consolidated data</li> <li>8. Build the Community Action Plan</li> </ol>						
<b>Process Indicators</b>	<b>Data Sources</b>	<b>Data Collection</b>	<b>Timeframe</b>	<b>Data Analysis</b>	<b>Communication Plan</b>	<b>Staff Assigned</b>
<b>What type of measure you need?</b>	<b>Where you will get the data on selected indicator /measure?</b>	<b>How will you get the data?</b>	<b>When you will collect data?</b>	<b>What you will do with data – analysis strategy?</b>	<b>When &amp; how you will share evaluation results?</b>	<b>Who will ensure this gets done?</b>
1) Community Team assembled.	Completed team roster/list of team partners.	Review of team roster		Count of team members		
2) Team strategy developed	Meeting minutes	Review of meeting minutes.		Final vote on team strategy		
3) 5 CHANGE sectors reviewed	Meeting minutes	Review of meeting minutes.		Completed review of all 5 CHANGE sectors		
4) Community data gathered.	To be determined (TBD) by Community Team	TBD		TBD		
5) Community data reviewed in meeting	Meeting minutes	Review of meeting minutes.		Community data reviewed in meeting		
6) Community data entered into excel file	CHANGE Sector Excel File	Review of Excel File		Assess completeness of Excel File		
7a) CHANGE Summary Statement Created 7b) Sector data grid completed 7c) CHANGE Strategy Worksheets Completed 7d) Community Health Improvement Planning Template completed	CHANGE Summary Statement, Sector grid, Strategy Worksheets and Community Health Improvement Planning Template	Review of specified data sources		Assess completeness of specified data sources		
8) Community Action Plan completed	Community Action Plan document	Review of Community Action Plan		Assess completeness of Comm. Action Plan		

Source: CDC Division for Heart Disease & Stroke Prevention. State Heart Disease & Stroke Prevention Program. Evaluation Guide. Developing an Evaluation Plan. Department of Health & Human Services. Centers for Disease Control & Prevention. National Centers for Chronic Disease Prevention & Health Promotion (Adapted Version for Program Evaluation Training)).